Appendix B – Annual Governance Statement Action Plan

Issue Identified	Action to be taken	Lead Responsible Officer & deadline	Update
Corporate Governance			
The procedure for dealing with complaints about Councillors needs to be reviewed and updated	The procedure for dealing with complaints about Councillors has been amended as part of the work by the LGR Governance workstream. This will now go forward to the SWT Standards Committee in July 2022 and on to Full Council in September 2022. This will mean that any complaints that come in after Full Council approval will be dealt with in a consistent way across SCC and the 4 District Councils in the interim period before the Unitary Council vesting day on 1 April 2023.	Governance Manager and Monitoring Officer 30/09/22	Completed – the Somerset wide procedure for dealing with complaints about Councillors was signed off by the Standards Committee on 26/07/22 and Full Council on 06/09/22.
The information on the Council website relating to complaints about Councillors needs to be reviewed and updated	This links to the action above. Once this has been approved by Full Council the amendments will be made to the SWT website.	Governance Manager and Monitoring Officer 30/09/22	Complete - The information on the website has been amended to reflect the changes approve by Council on 06/09/22.

Issue Identified	Action to be taken	Lead Responsible Officer & deadline	Update
The Member's Code of Conduct needs to be reviewed and updated following the publication of the Local Government Association model Code of Conduct.	The Member's Code of Conduct has been reviewed and updated as part of the work by the LGR Governance workstream. This will now go forward to the SWT Standards Committee in July 2022 and on to Full Council in September 2022.	Governance Manager and Monitoring Officer 30/09/22	Completed – the Somerset wide Members Code of Conduct was signed off by the Standards Committee on 26/07/22 and Full Council on 06/09/22.
Risk Management			
Whilst Performance and Finance report have been going before the Scrutiny Committee and Executive on a quarterly basis. This now needs to happen with the Key Business Risk Register	Quarterly reporting took place in 2021/22. The Q4 and outturn report is scheduled to go to the Corporate Scrutiny Committee on 06/07/22 and Executive on 20/07/22	Business Intelligence and Performance Manager 31/07/22	Completed – the Q4 and outturn report went to Corporate Scrutiny Committee on 06/07/22 and Executive on 20/07/22. During 2022/23 reports went to the Corporate Scrutiny Committee and Executive – Q1 on 07/09/22 and 21/09/22, Q2 on 07/12/22 and 21/12/22 and Q3 will be going on 01/03/23 and 15/03/23

Issue Identified	Action to be taken	Lead Responsible Officer & deadline	Update
The Internal Audit report on Risk Management highlighted that staff training needs to be carried out	Investigate with the Learning and Development team if a mandatory training module can be set up on the e-learning platform for all staff to complete	Business Intelligence and Performance Manager 31/12/22	**Superseded by LGR.** An e-learning module was in development, but with the transition to the new council now so imminent, it has not been implemented. Staff training is already being scheduled for the new Council and will be backed up by e-learning.
The Internal Audit report on Risk Management highlighted that Member training needs to be carried out	Carry out a Member Briefing/training session on Risk Management	Business Intelligence and Performance Manager 30/09/22	**Superseded by LGR.** The focus of work has been to ensure a smooth transition to the new council, and a risk strategy and framework are already in place. There is a plan for Member training, starting initially with those involved in Audit and the Executive, and then being rolled out to all Members.

Issue Identified	Action to be taken	Lead Responsible Officer & deadline	Update
Member Training and Development			
Ethical awareness needs to be improved	Ethical awareness training for Councillors at leasttwice a year. The Governance Manager and Monitoring Officer will provide the Standards Committee with an update regarding awareness training on 26 July 2022. Key messages about ethical behaviour and conduct will continue to be highlighted through the ethical newsletters – scheduled to be published in early June, September and December 2022. The newsletters will include reminders on declaring interests and gifts & hospitality Monitoring Officer to send quarterly updates to Officers reminding them to declare any interests and gifts & hospitality	Governance Manager and Monitoring Officer By 31/12/22	Member ethical awareness session took place on 11/01/23 Ethical newsletter published in June 2022. Second edition published in November 2022 – delay due to the capacity in the Governance Team. The third edition published at end February 2023
Need to carry out Member refresher training on Data Protection	A training session to be arranged for Members	Governance Manager & Monitoring Officer and Information and Records Manager By 30/09/22	Completed Member briefing on Information Management took place on 01/11/22. Reminders about Data Protection and in Newsletter edition 3

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Member Communications			
Members are not currently getting feedback from reps on outside bodies	Information from reps on outside bodies will be included in the SWT Member newsletter, as and when the information is available.	Governance Manager and Monitoring Officer	This was going to be picked up by the Member Training and Development Working Group but that was sadly superseded by Local Government Reorganisation. Updates have been given through Portfolio Holder Reports to Full Council
Limited Assurance Internal Audits			
The Corporate Health & Safety Internal Audit report gave limited assurance in July 2021	Ensure that all outstanding Internal Audit recommendations arising from the Corporate Health & Safety report are actioned by the target dates agreed by officers.	Health and Safety Specialist/ Assistant Director Corporate	All audit actions have been completed with the exception of the full implementation of the Assure Health and Safety system
The Data Centre Review Internal Audit report gave limited assurance in September 2021	Ensure that all outstanding Internal Audit recommendations arising from the Data Centre review report are actioned by the target dates agreed by officers.	ICT Manager/ Assistant Director Corporate	Completed – All audit actions have been completed
The Procurement Cards Internal Audit report gave limited assurance in April 2022	Ensure that all Internal Audit recommendations arising from the Procurement Cards report are actioned by the target dates agreed by officers.	Assistant Director Finance	Completed – All audit actions have been completed

Issue Identified	Action to be taken	Lead Responsible Officer & deadline	Update
The Stores Internal Audit report gave limited assurance in April 2022	Ensure that all outstanding Internal Audit recommendations arising from the Stores report are actioned by the target dates agreed by officers.	Director of Housing	Completed – All audit actions have been completed